Position Available at the Akron-Summit County Public Library

JOB TITLE: LIBRARIAN (EARLY CHILDHOOD)  DATE: JANUARY 17, 2024
LOCATION: HIGHLAND SQUARE BRANCH  HOURS: Part-Time (22.5 hours), including evening and weekend hours
SALARY: Grade 11, $21.72/hour, Non-Exempt

ABOUT THE LIBRARY
Since 1874, the Akron-Summit County Public Library (ASCPL) has been an essential community asset. We’ve been recognized nationally as one of the finest public libraries in the United States due to our excellent customer service, collaborative community involvement, and high level of customer and employee satisfaction.

We offer a comprehensive benefits package, including paid vacation and sick leave, 11 paid holidays, voluntary benefits (health, dental, and vision), ASCPL-provided life insurance, and retirement through the Ohio Public Employees Retirement System (OPERS).

DUTIES & RESPONSIBILITIES:
The ASCPL is hiring an Early Childhood Librarian to support our Mission Statement to provide resources for learning and leisure, information services, meeting spaces, and programs for all ages that support, improve, and enrich individual, family, and community life.

This role provides services to the age group of infants through age eight, including performing collection maintenance duties including creating displays, weeding, and arranging materials; collaborating with Collection Development regarding customer and community trends and interests; planning and presenting developmentally appropriate programs based on the current customer and agency’s audience; establishing and building relationships with appropriate community organizations, nonprofit agencies, local businesses, schools, and other community stakeholders; and developing materials list, reference guides, and displays to promote Library service. The role serves all ages by helping customers with the selection, organization, and interpretation of Library materials; answering varied technology-related reference questions by supplying information well suited to the user helping customers to use technology; compiling bibliographies and locating hard-to-find reference materials; and performing standard Library routines, including circulation, delivery, and covering the service desk.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
Required: Master’s degree in Library and Information Science*. Knowledge of the principles and practices of library science. Knowledge of customer interests related to Library materials, programs, and services. Knowledge of the principles of intellectual freedom as they apply to public libraries. Ability to plan and conduct programs for Library customers. Skill in customer service. Ability to engage new audiences and promote Library services to all customers. Ability to use a computer and job-related software or systems applicable to the essential functions of the job. Ability to pass criminal background and education verification checks.

Preferred: Two or more years of relevant experience. Ohio Public Librarian Certification.

* Applicants with 7 credit hours or less towards completion of the MLIS will also be considered under certain conditions. Individuals hired under these conditions will begin as a Public Service Assistant III, Grade 10, Step 1 ($21.13/hr.), and upon confirmation of completion of the MLIS degree, will be moved to Librarian, Grade 11, Step 1 ($21.72/hr.)

DEADLINE FOR APPLICATION: Open until filled (preference given to candidates who apply within the first two weeks)

For consideration, applicants for this position must either submit a resume and a cover letter indicating previous applicable experience and training or complete an Employment Application in the Human Resources Department at Main Library. Email resumes to library-HR@akronlibrary.org or mail them to: Human Resources, Akron-Summit County Public Library, 60 S. High Street, Akron OH 44326-0001. For more information about the ASCPL system, visit our website at www.akronlibrary.org.

THE AKRON-SUMMIT COUNTY PUBLIC LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER